

## **Annex B**

### **Budget Instructions (Monetization, Section 202(e) and ITSH Funding)**

#### **A. Budget Categories**

Provide a detailed line item budget and a narrative justifying the level of monetization, Section 202(e) and ITSH funding for the life of activity. Please include a separate budget to support emergency activities/emergency contingency activities. The narrative and line item budget should include other potential sources of funding (e.g., CS cost-share, host government, Mission DA), and specifically address the following items:

1. Personnel – identify each position, by title, to be supported under the MYAP. Briefly specify the duties of the key staff positions. State the amounts of time (as hours or percentage of time) to be expended by each position, the amount of compensation to be paid to each position and whether the proposed compensation is consistent with that paid other personnel engaged in similar work both within and outside your organization.
2. Fringe Benefits – indicate the basis for computation of rates, including the types of benefits to be provided.
3. Consultants/Technical Assistance (contracts and subgrants) - identify the type of consultancy/technical assistance needed in support of the Title II activities. Provide a brief justification for the use of the contractors selected. State the amounts of time to be devoted to the DAP, including costs to be charged to this proposed award.
4. Travel (& per diem) – identify total international and domestic travel as separate items. Indicate the estimated number of trips and purpose of travel. For each trip, itemize the estimate of transportation and/or subsistence costs. Specify the basis for computation of each type of travel expense (e.g., current airline ticket quotes, past trips of a similar nature, federal government or organization travel policy, etc.)

International Travel - for requests that include international travel, indicate the number of trips, number of individuals per trip, destination of country, and estimated date of departure. USAID standard provisions state that international travel is allowable if each trip has received prior budget approval. Please refer to the "International Air Travel and Transportation (December 1995)" standard provision.

5. Training - only those training activities (e.g., Title II workshops on Environmental Compliance) that directly support Title II activities and are

country specific will be considered for funding. Provide a description of each training event, associated costs and how it will benefit Title II staff and/or beneficiaries.

6. Supplies/Materials - (individual items below \$5,000) - please indicate the type of supplies/materials requested and how these items will support the Title II program. Provide the basis for cost estimates or computations (e.g., vendor quotes, prior purchase of similar or like items, etc.)

7. Equipment - (individual items above \$5,000) - provide a list of all planned equipment purchases with an individual value of \$5,000 or greater and how these items will support the Title II program. Indicate the estimated unit cost for each item. Provide the basis for cost estimates.

For a definition of "supplies" and "equipment" please refer to 22 CFR Part 226 (USAID Regulation 26).

8. Internal Transport, Storage & Handling - For MYAPs, FFP recommends that the recipient country government cover internal transport, storage and handling (ITSH) costs of commodities. However, depending on circumstances, such costs can be funded by non-emergency ITSH funds, monetization or Section 202(e). Provide cost estimates of ITSH related activities.

9. Other Direct Costs - list other items by major type, such as occupancy, utilities, audit, evaluation, vehicle maintenance, etc. Provide the basis for cost estimates or computations.

10. Indirect Costs - please include a copy (for MYAP proposals and amendments only) of your organization's most current Negotiated Indirect Cost Rate Agreement (NICRA). State whether the amount requested is based on a rate approved by USAID or other cognizant federal office. If no NICRA exists, state the basis for the amount requested.

11. Cost Share – provide the amount of cost share to be provided and the types of Title II activities it will support.

## **B. Motor Vehicle Procurement**

1. Provide a justification for the procurement of motor vehicles during the life of the agreement period, including number of vehicles and the fiscal year during which the purchase is planned: type of vehicles; planned uses of vehicles; and estimate cost of each vehicle.

2. Provide a history of vehicle procurement including the size and condition of the current vehicle fleet, age of each vehicle, use of vehicles by activity, and plans for maintenance and replacement.

Since motor vehicles are considered restricted goods, the recipient shall not procure such items without the prior budget approval of FFP. Prior budget approval means that motor vehicles have been identified and incorporated in the program description or schedule of the award or amendments to the award; and the costs related to the motor vehicles are incorporated in the approved budget of the award. Where the item has not been incorporated into the award as described above, a separate written authorization from FFP must be provided before the item is procured. Refer to the "USAID Eligibility Rules for Goods and Services (March 1997)" standard provision and ADS 312 "Eligibility of Commodities."

Unless FFP agrees otherwise in writing, motor vehicles financed under Title II funding must be manufactured in the United States. All procurement of non-U.S. vehicles requires a separate justification to be submitted to FFP and the relevant USAID/Mission, and subsequent FFP approval. Requests to purchase non-U.S. vehicles are to be included in the MYAP proposal or amendment. Each request for non-U.S. vehicles will be reviewed according to the justification why U.S. vehicles are not adequate to carry out Title II activities and must be consistent with the cognizant USAID/Mission's vehicle procurement policy/plan. The Mission Contracts Officer and/or Executive Officer (EXO) must advise FFP of their concurrence with the request, and a copy of the Mission's vehicle procurement policy should be provided to FFP. Refer to 22 CFR Part 229 "Source, Origin, and Nationality" ADS 310 and 312.

### **C. Requests for Section 202(e) and ITSH Funding**

FFP intends to obligate Section 202(e) and ITSH funding that parallel the life of the corresponding approved MYAP. However, Section 202(e) and ITSH funds are obligated on an annual basis subject to an annual review of the previous year's unexpended pipeline funds and the availability of new funds. Therefore, FFP requires that each eligible organization reconfirm the relevant fiscal year Section 202(e) and ITSH resource request in the Resource Request for current and out-year submissions. Please refer to the Guidelines Sections VIII (c) (ii) and (iii) for eligible and ineligible uses of 202(e) and ITSH funding.

For U.S. organizations, Section 202(e) and ITSH funding is executed on the condition that funds be administered in accordance with the terms and conditions as set forth in 22 CFR 226 (USAID Regulation 26), entitled "Administration and Assistance Awards to U.S. Non-Governmental Organizations" and applicable standard provisions. Non-U.S. organizations will be required to follow the "Standard Provisions for Non-U.S. Non-Governmental Organizations" as found in ADS 303.